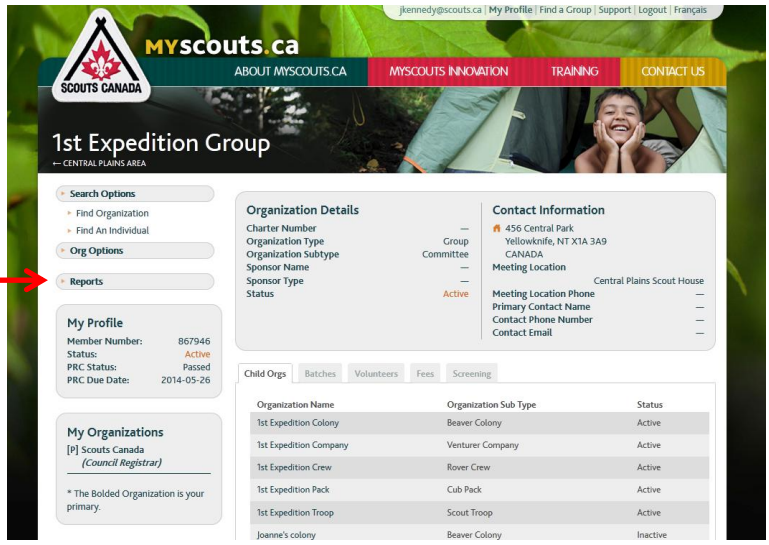
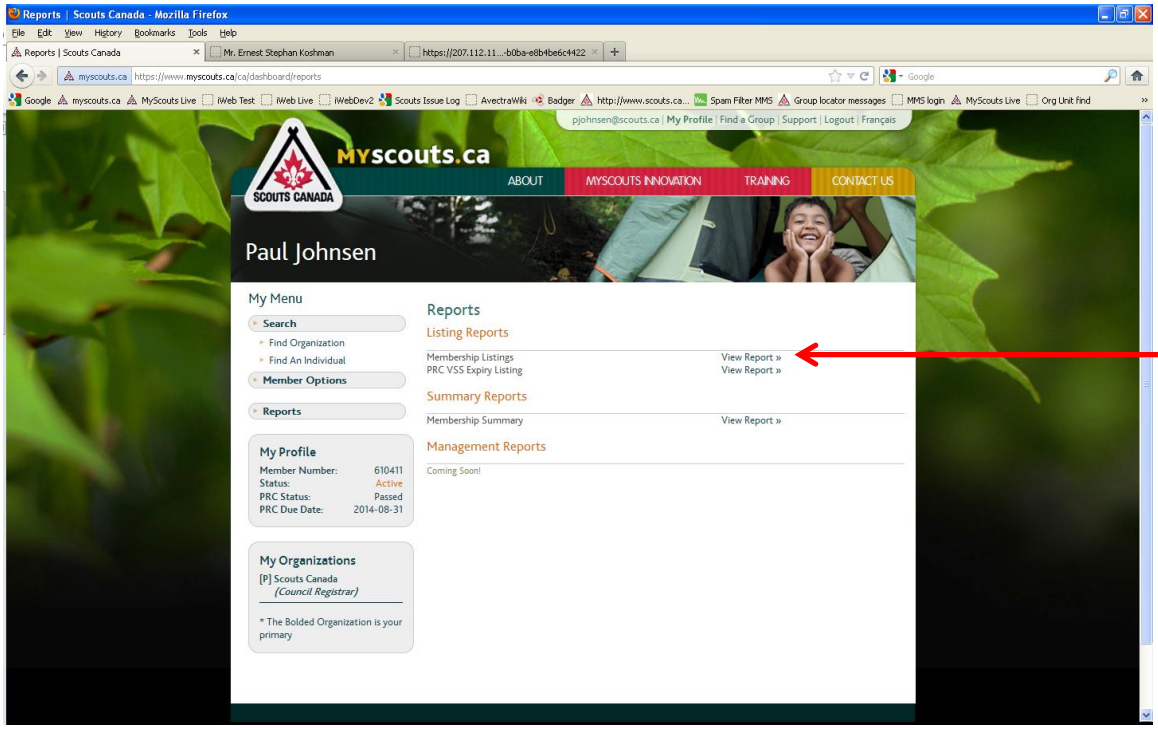
Myscouts.ca Report User's Guide – Membership Listing

On the left hand menu of the organization profile page or the member profile page, click **Reports** to bring up the main reports page.



In the Reports page, click **View Report** adjacent to Membership Listing



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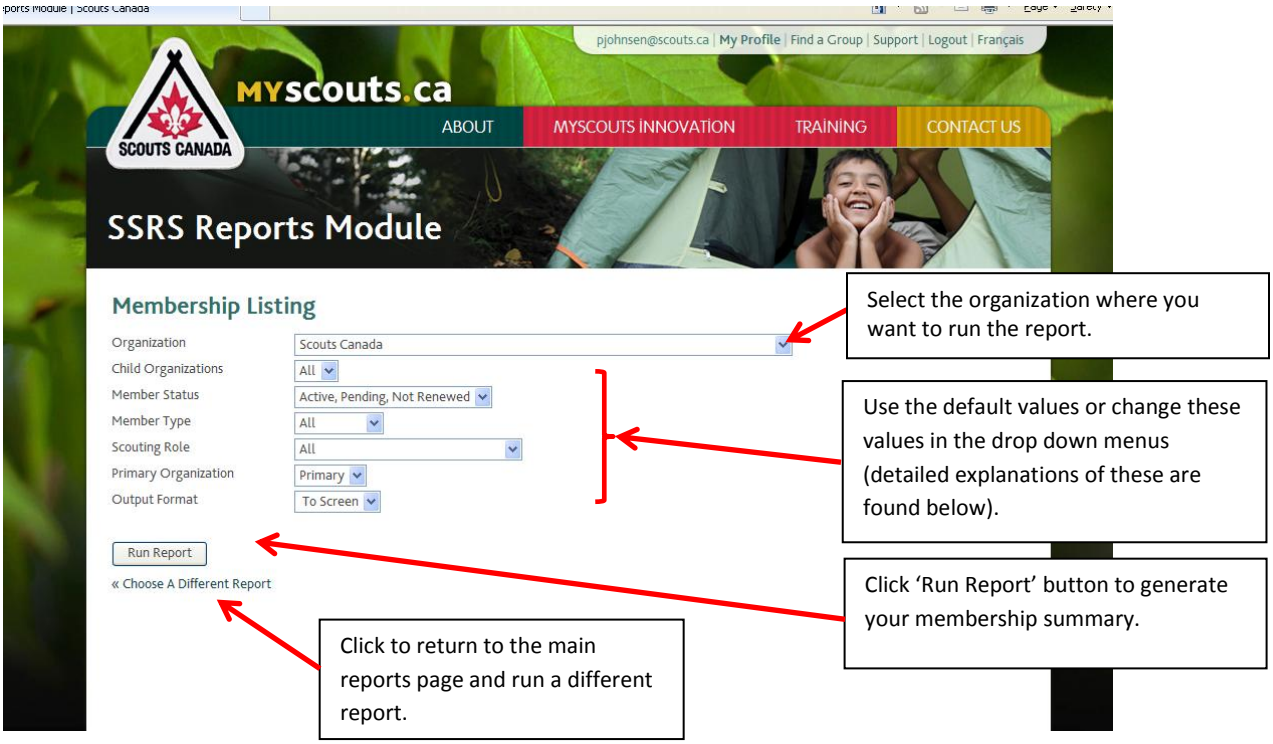
To run the report,

1) Select an organization
2) Use default values or select your own values
3) Select Run Report



Filters to customise the data returned.

By enabling a user to select values in certain fields, the reports in myscouts.ca give members the ability to customize each report according to specific needs.

Organization: Select your organization of choice from the drop down. If the list is long you can quickly jump to an organization by clicking the drop down and typing the first few letters of the name without pause.

Child Organizations: Select 'All' if you want a list of members from the organization selected above *and* all the organizations that are children of that organization. For example if you selected the 1st Rubber Boot Group above and you select "All' for child organizations, the report will list all members in the group and in all sections of the 1st Rubber Boot.

Select 'No' if you just want to print out a list of members of the group. That is, no members from the sections.

Member Status: Active; Pending; Not Renewed; Inactive; Decline Service; or Active, Pending, and Not Renewed.

The default is to return a summary of all active, pending, and not renewed members. The report will also produce a summary of only one status. For example, select pending to produce a summary of only pending members.

Member Type: The default is to produce a member list with all member types. Alternately you can print a list of either all volunteer, or participants.

Scouting Role: The default is to produce a member list with all member roles. Alternately you can print a list which has only one scouting role.

Primary Organization: The default is '**Primary**' which will print a list of all members only in their primary roles and organizations. If you select '**All**' the report will print a list of members in all their organizations. For example if a volunteer's primary role is group registrar but they are also registered as a Beaver Leader then the primary list will only show their primary role of group registrar. If you select all then the member will appear twice in the list – once in the group as a registrar and once in the section as a leader.

Hint: if you are generating a list by role you will most likely want to have All in the Primary Organization option.

Output Format: PDF; To Screen; Excel; Word

The default is to print to screen but you can also print the report directly to an excel file, pdf, or word document. If the report was run to screen you can also select the 'Print Report to send it directly to your printer.